

## **AQUATIC SUPERVISOR II**

### **DEFINITION**

To perform professional recreation and community service work by managing an aquatic complex including satellite programs and/or planning, organizing, promoting, supervising, conducting, and evaluating Citywide recreation or community services programs involving aquatics; be responsible for the overall safety of programs and participants; perform the duties of the Aquatic Supervisor III in the absence of the Aquatic Supervisor III; and perform other related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the full journey supervisor level class in the Aquatic Supervisor series and it is distinguished from the Aquatic Supervisor I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Employees in this class are distinguished from the Aquatic Supervisor I class in the level of responsibility involved in management of programs and the management of an aquatic complex.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Aquatic Supervisor III.

Exercise direct supervision over assigned staff.

### **ESSENTIAL FUNCTIONS** – Functions may include, but are not limited to, the following:

Act as the Aquatic Supervisor III in the absence of the Aquatic Supervisor III.

Coordinate operations and supervise staff of a municipal pool or aquatic facility.

Schedule assigned staff; train staff in accordance with Red Cross standards; maintain records of staff certifications; provide on-going training to staff.

Review and evaluate employees work performance; work with employees to correct deficiencies; implement discipline procedures as appropriate.

Participate in the selection of staff, volunteers and contractual instructors.

Plan, organize, and direct one or more aquatic programs.

Evaluate operations and activities of assigned responsibilities; recommend and implement improvements and modifications for work methods and procedures; recommend and assist in the

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implementation of goals and objectives; maintain facility records and prepare necessary reports. Develop and monitor performance measures.

Oversee registration process for aquatic programs; ensure accurate accounting of registration funds; deposit of revenues; provide necessary departments and staff with reports on registration.

Inspect facilities, maintain and document water chemistry, order pool supplies; oversee routine maintenance and custodial care of pool.

Develop, monitor and evaluate programs for effectiveness to meet a diverse population and make recommendations.

Monitor work activities to ensure compliance within established policies and procedures; instruct staff on proper work and safety procedures and ensure compliance.

Coordinate and implement facility, program and Citywide events; prepare news releases for newspapers, radio and television; develop publicity materials and website information.

Establish program fees for the use of recreation facilities by users; collect and account for monies received.

Participate in various Department and/or City committees.

Interpret the City recreation and community service programs to the public both on-site and at various community events.

Make presentations, publicize and market new and existing programs and special events.

Coordinate programs, activities and schedules with local schools, teams, clubs and outside agencies.

Act as primary or secondary lifeguard during programs and performs the duties of lifeguards and instructors, including administration of first aid and CPR as necessary.

Establish pool site policies, procedures and performance standards as necessary to ensure efficient, safe and effective pool programs and services to the public.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Prepare reports, forms, requisitions, memorandums and evaluations; compile statistical information.

Assist with budget preparation; administer the facility budget.

Provide assistance for Capital Improvement Projects and design development of new aquatic facilities; attend pertinent meetings during the planning and construction phases of the project plan.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Operation and management of a major aquatic facility and basic pool chemistry.

Federal, state, local regulations governing public pools.

Other pertinent Federal, State and local laws, codes and regulations.

Current pool safety practices, lifesaving techniques, and first aide methods.

Municipal budgeting as it relates to recreation and community services programs.

Budget preparation and fiscal management.

Principals and practices of supervision, training and performance evaluation.

Principles and practices of conflict resolution.

English usage, spelling, grammar, and punctuation.

Computer equipment and software applications related to assignment.

#### Ability to:

Operate and manage an aquatic facility.

Gather, interpret and analyze data.

Maintain work related records and prepare reports using a computer.

Prepare and administer budgets.

Work independently within broad parameters.

Exercise sound judgment and decision-making.

Manage and coordinate emergency procedures and actions.

Perform swimming rescues as needed.

Prepare publicity materials and make presentations to a wide variety of audiences.

Plan, organize, and supervise the work of assigned staff.

Train, motivate, and evaluate assigned staff.

Interpret and explain pertinent City and department policies and procedures.

Operate computer equipment and software applications related to assignment.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Work varying schedules including evenings, weekends, and holidays.

#### Experience and Training

Any combination of education and/or experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

##### Experience:

Three years of responsible experience in aquatics with 12 months of aquatic supervisory experience in a full-time or seasonal setting.

##### Training:

Equivalent to a bachelor's degree from an accredited college or university with major course work in recreation, physical education or a related.

#### License or Certificate

Possession of a valid California driver's license.

Possession of a valid C.P.R. for Professional Rescuer Certificate.

Possession of a valid C.P.R. Instructor for Professional Rescuer Certificate.

Possession of a valid First Aid Instructor for Public Safety Personnel Certificate.

Possession of a valid First Aid Instructor for Public Safety Personnel Certificate.

Possession of a valid Lifeguard Training Certificate.

Possession of a valid Lifeguard Training Instructor Certificate.

Possession of a valid Public Pool Operators Certification (or equivalent) from a nationally recognized organization.

Possession of a valid Water Safety Instructor Certificate.

Possession of a valid Water Safety Instructor-Trainer desirable.

Possession of a valid Emergency Responder desirable.

### PHYSICAL DEMANDS

On a continuous basis walk, stand, bend, crouch or stoop, sit for varying periods of time; type using a computer keyboard; must possess the ability to swim and perform life-saving techniques and rescues which would involve lifting, pulling or carrying a child or adult out of the pool onto the deck; must be able to bend, stoop, reach, kneel and grab in the process of lifesaving; must be able to communicate in person and over the phone in emergency and non-emergency situations; must be able to train, evaluate and supervise staff; must possess ability to read, interpret and write reports; must have sufficient eye sight and hearing to see and communicate across a pool in a noisy environment; must be able to travel across wet, sloping surfaces; must be able to attend meetings at a various locations throughout the City; must have the ability to pull, lift and physically store pool blankets, covers, reels and lane-lines (weighing up to 50 lbs.); see in the normal vision range with or without correction; hear in the normal range with or without correction.

### WORKING ENVIRONMENT

Work is performed both outdoors and indoors; the performance of outdoors work requires exposure to a variety of weather conditions (heat, cold, rain, intense sun); exposure to potentially hazardous substances and chemicals, and work on slippery or uneven surfaces. Indoor work is performed in a variety of environments with natural and artificial lighting and moderate to high noise levels. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.